

Self-Report Audit Tool (SRAT)

SRAT Contact Information

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Screening and Assessment of
Caregivers in Contracted
Agencies Policy

Overview Policy Standards

- Submit consent forms for the Prior Contact Check and Consolidated Criminal Record Check (CCRC) to the Hub (applicant must be 19 years of age or older)
- Complete a thorough assessment and check minimum of 3 references (sub-contracted family caregivers will also require a home study and medical assessment)
- Receive the screened in result from the Hub
- Comply with the Criminal Record Review Act (CRRRA) check with the PSSG-Vulnerable Sector Check
- Renew CCRC every 3 years, CRRRA check every 5 years
- Agencies require caregivers to report any criminal charges while employed as a caregiver and undergo additional criminal record screenings by MCFD



Hot Topics


1. Caregiver Start Date
2. Reference Checks
3. Renewal Questionnaires

Caregiver Start Date

When did this individual start working as a caregiver in your agency? *

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Has this questionnaire been previously submitted for this caregiver? *

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Definition of Caregiver

- “Staffed residential resource caregiver” means a caregiver who **provides day to day care and control of children in care**, in a residential facility managed by the contracted agency.
- “Sub-contracted family care home caregiver” means a caregiver who has a contract with a contracted agency, to provide day to day care and control of children in care in their own home. This includes those who do so on a relief basis.

From the Screening and Assessment of Caregivers in Contracted Agencies Policy, p. 1

Caregiver Start Date

The Caregiver Start Date is the first shift when the caregiver **provides day to day care and control of children in care.**

NOT:

- The Hire Date
- Orientation Date
- Job-Shadowing Shift

Caregiver Start Date MAY NOT occur before the screenings and assessments have been completed.



Hot Topics

1. Caregiver Start Date
2. Reference Checks
3. Renewal Questionnaires

Reference Checks

- The agency obtains three separate references. One reference must be from the prospective caregiver's **most recent employer**. Other references should be able to speak to the prospective caregiver's suitability in providing care to children.
- References may be checked via telephone with written documentation of the discussion, or in letter format.

From the Screening and Assessment of Caregivers in Contracted Agencies Policy, p. 4



Hot Topics

1. Caregiver Start Date
2. Reference Checks
3. Renewal Questionnaires

Renewal Questionnaires

A renewal questionnaire must be completed for all caregivers:

- Every 3 years after a new Consolidated Criminal Record Check (CCRC)
- Every 5 years after a new Criminal Record Review Act Check (CRRA)
- If a staffed residential resource caregiver now provides care in their own home (becomes a sub-contracted family care home caregiver)

Renewal Questionnaires

How to submit a renewal questionnaire?

- 1) Create a new SRAT questionnaire in the BC Service Provider Portal
- 2) Enter Caregiver Name, Date of Birth, Gender and Start Date: *the same as the original questionnaire*
- 3) Answer “Yes” to the question, “Has this questionnaire been previously submitted for this caregiver?”*

Renewal Questionnaires

How to submit a renewal questionnaire continued

- 4) Update the criminal record check and re-enter the criminal record check that has not expired
- 5) Select “Yes” or “No” to the Home Study section (depending on sub-contracted caregiver or staffed residential resource caregiver)
- 6) Save/print a copy and submit questionnaire

Questions or Comments

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